



Wellington Catholic  
District School Board  
*We Have Faith in Education*

# Policy and Program Committee Meeting

## MINUTES

Monday, September 21, 2009

6:00 p.m.

Central Office Staff Lounge

### Attendance:

Trustees: N. E. Anderson, V.F. Dupuis, M.L. Gazzola, S.P. Redmond (via Teleconference)  
D.J. Noon  
Regrets: J.J. Furfaro  
Administration: P. Dawson, D. Duszczyzyn, T. McLennan, M. McPhee, M. Mitica  
Recording Secretary: D. Karkut

1. The meeting opened with a prayer led by M.L. Gazzola at 6:07 p.m. and chaired by M.L. Gazzola.

M.L. Gazzola reminded Trustees of the Diocesan Mass on October 15 in Formosa. If you are interested in attending, please let Paula Dawson know by Friday. Buses are being ordered for those who wish to ride the bus. If you are planning on driving, you are still asked to let Paula know as numbers need to be forwarded to the Bruce-Grey Catholic DSB.

2. **Approval of Minutes**

The committee meeting minutes of June 22, 2009 were previously approved at the Board meeting of September 8, 2009.

3. **Policy Review**

M. McPhee presented the first 2 policies. These policies were written in response to a Ministry of Labour order we received in February 2009. The policies were reviewed and discussed.

- 3.1 Workplace Violence Prevention

**Moved by** V.F. Dupuis – D.J. Noon that the Policy on Workplace Violence Prevention be forwarded to the Board for approval. **Carried.**

- 3.2 Respectful Working and Learning Environments

**Moved by** S.P. Redmond – D.J. Noon that the Policy on Respectful Working and Learning Environments be forwarded to the Board for approval. **Carried.**

T. McLennan, D. Duszczyzyn and M. Mitica presented the remaining policies. Each policy was reviewed and discussed.

- 3.3 Purchasing Procedures

**Moved by** N.E. Anderson – V.F. Dupuis that the Policy on Purchasing Procedures be forwarded to the Board for approval. **Carried.**

- 3.4 Hospitality

**Moved by** V.F. Dupuis – N. E. Anderson that the Policy on Hospitality be forwarded to the Board for approval. **Carried.**

- 3.5 Employee Expenses/Reimbursement  
This policy required some additional changes. It will be returned to the next Policy and Program Committee Meeting.
- 3.6 Purchasing Cards  
This policy required some additional changes. It will be returned to the next Policy and Program Committee Meeting.
- 3.7 Managing School Based Funds  
**Moved by** D.J. Noon – V.F. Dupuis that the Policy on Managing School Based Funds be forwarded to the Board for approval. **Carried.**
- 3.8 Accounts Payable  
**Moved by** N.E. Anderson – D.J. Noon that the Policy on Accounts Payable be forwarded to the Board for approval. **Carried.**

**4. New Policies:**

- 4.1 Tangible Capital Assets  
**Moved by** S.P. Redmond – V.F. Dupuis that the Policy on Tangible Capital Assets be forwarded to the Board for approval. **Carried.**
- 4.2 Lottery Licensing  
**Moved by** V.F. Dupuis – S.P. Redmond that the Policy on Lottery Licensing be forwarded to the Board for approval. **Carried.**
- 4.3 Inventory  
**Moved by** N.E. Anderson – V.F. Dupuis that the Policy on Inventory be forwarded to the Board for approval. **Carried.**
- 4.4 Acceptance of Donations  
**Moved by** V.F. Dupuis – D.J. Noon that the Policy on Acceptance of Donations be forwarded to the Board for approval. **Carried.**

**Moved by** D.J. Noon – V.F. Dupuis that all Policies that have been approved this evening also include approval for any Regulations to Policy. **Carried.**

**5. Additional Items**

P. Dawson provided fact sheets and information sent to the local media regarding the recent EQAO results. A more detailed analysis of the results will be provided at a future Policy and Program Committee meeting.

**6. Adjournment**

**Moved by** V.F. Dupuis – N.E. Anderson that the meeting be adjourned at 8:41 p.m. **Carried.**



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## **Policy and Program Committee Meeting Summary of Motions**

**Monday, September 21, 2009**

The Chairperson or Vice-Chairperson will present this report to the Board with the following motion:

That the Board receive the report of the Policy and Program Committee and approve its recommendations as follows:

That the following Policies and/or Regulations be approved:

- 3.1 Workplace Violence Prevention
- 3.2 Respectful Working and Learning Environments
- 3.3 Purchasing Procedures
- 3.4 Hospitality
- 3.7 Managing School Based Funds
- 3.8 Accounts Payable
- 4.1 Tangible Capital Assets
- 4.2 Lottery Licensing
- 4.3 Inventory
- 4.4 Acceptance of Donations

**AT THE REQUEST OF A TRUSTEE ANY RECOMMENDATION MAY BE  
SEPARATED FOR FURTHER DISCUSSION.**